



City of Seattle

Department of Planning and Development

Diane M. Sugimura, Director

**CITY OF SEATTLE
ANALYSIS AND DECISION OF THE DIRECTOR
OF THE DEPARTMENT OF PLANNING AND DEVELOPMENT**

Application Number: 3010295

Applicant Name: Randy Spaan
Zoom Spanish Immersion Preschool

Address of Proposal: 4701 Woodland Park Ave N.

SUMMARY OF PROPOSED ACTION

Land Use Application to change the use of a single family residence to an institution (Zoom Spanish Immersion Preschool). The center will have four employees and weekday morning class for 25 students.

The following approval is required:

Administrative Conditional Use Permit - to allow an institution in a single-family residential zone, Seattle Municipal Code (SMC) 23.44.022.

SEPA DETERMINATION: ☒ Exempt ☐ DNS ☐ MDNS ☐ EIS

☐ DNS with conditions

☐ DNS involving non-exempt grading, or demolition, or
 involving another agency with jurisdiction.

BACKGROUND DATA

Site & Vicinity Description

The property is located at the broad intersection of Woodland Park Avenue North, N. 47th Street and Green Lake Way N. in Seattle's Wallingford neighborhood. The property contains a house, originally constructed in 1918; the house sits up above the street several feet, supported by a rockery along Woodland Park Ave N. Stairs lead from Woodland Park Avenue N. to an entrance at the rear of the house. The alley at the rear of the property rises sharply from the street grade; one parking space is located off the alley. There are also stairs at the corner of the property leading to the front door of the structure.



Woodland Park Ave N. and N. 47th Street are fully improved streets with sidewalks, curbs, gutters, and paving. Woodland Park Ave N. is an unusually wide, 83' right-of-way. Green Lake Way North is a Principal Arterial (80' wide) with two lanes of traffic in each direction and a 2-way turn lane in the middle. Traffic tends to queue up at the stoplight at Greenlake Way N. and N. 46th Street, one block from the site, at during busy morning commute times.

The subject property is located in a single family 5000 zone (SF-5000), which encompasses properties in the immediate vicinity. To the west, along Aurora Ave N., the zoning changes to Commercial (C1-40); to the south 2 blocks, properties are zoned Lowrise 2 multifamily. The immediate area is characterized by well-established single family houses.



Major bus routes are along Aurora Ave N, N. 46 Street, and Stone Avenue N, providing service to and from Downtown, the University District, Ballard, and other urban hubs.

Proposal

The application is for a Spanish Immersion preschool for up to 25 children, and relocation of the living unit from the main floor to the lower level. The permit application was submitted in November in response to code enforcement action; the school began operating in September, 2009 without a permit. If the application is approved, a related building permit will be obtained for the new back steps and some interior improvements already constructed, and for ADA improvements to be added.

The school proposes to operate weekdays during morning hours. The school year would start in September and end in June. The school has 2 classes, with 4 teachers. Currently the school has 25 students on Tuesdays and Thursdays, and 20 students on Mondays and Wednesdays.

The school proposes to have two twenty foot curbside short-term parking spaces designated by SDOT along the property's frontage on Woodland Park Avenue N. for loading and unloading during the hours of 8:00 – 1:00 Monday through Friday. One parking space is provided on-site for the dwelling. Two off-site covenant parking spaces are proposed for staff.

Teachers meet parents and students at their cars for the morning drop off and escort them up the stairs leading from Woodland Park Ave N to the structure's rear entry. In the afternoon, pick-up times are staggered in 3 groups, 10 to 15 minutes apart.

While play equipment was initially installed in the rear yard, after complaints from neighbors, the students walk to nearby Woodland Park instead of playing in the yard. No outdoor play in the rear yard is proposed.

The existing structure is two stories – the main level, and a full basement. The main level consists of two classrooms, a snack-prep area, restrooms, decks, and storage areas. The lower level contains a living/bedroom area, kitchen, bathroom, and utility area.

Public Comment

Notice of Application for the proposed project was published on 12/3/09. The comment period originally ending 12/15/09 was extended by public request to 12/29/09. DPD received ten written comments expressing objections to the application including the uses' operation without permits, traffic, safety, loss of street parking, noise, work done to the existing structure without permits, and conflicts with one of the school's operators. Additionally, a petition signed by 55 neighbors was submitted opposing the school's operation.

Two immediate neighbors and parents whose children attend the school submitted letters of support.

Comment letters, along with associated documents and reviews, can be found in the Land Use Application file. The file is available for review at the Seattle DPD Public Resource Center, 700 Fifth Avenue, Suite 2000 (<http://www.seattle.gov/dpd/PRC/Overview>).

ANALYSIS - ADMINISTRATIVE CONDITIONAL USE PERMIT

A pre-school, such as the Zoom language school, is considered to be a childcare center per the definition in the Seattle Municipal Code (SMC) section 23.84A.018. A childcare center is an institution that may be allowed in a Single Family zone as a conditional use if it meets the criteria for an institution in SMC 23.44.022 and the criteria for a conditional use in SMC 23.44.018 .

SMC 23.44.022. Institutions

D. General Provisions.

1. *New or expanding institutions in single-family zones shall meet the development standards for uses permitted outright in Sections 23.44.008 through 23.44.016 unless modified elsewhere in this subsection or in a Major Institution master plan.*

The proposed Institution meets the development standards for uses permitted outright in Sections 23.44.008 through 23.44.016 with the exception of the interior side yard setback. The development standards that the institution meets include lot size, lot coverage, structure height, front and rear yard setback, and street side setback. The side yard setback on the west is legally nonconforming (“grandfathered”) at 3.5 feet since it was constructed to the codes in place at the time it was built. The setback on the west property line is typical of other houses on the block. The westerly setback meets the development standards as modified by section G., reuse of existing structures. This criterion is met.

2. *The establishment of a child care center in a legally established institution devoted to the care or instruction of children which does not violate any condition of approval of the existing institutional use and does not require structural expansion shall not be considered a new use or an expansion of the institutional use.*

The proposed child care center is not being established within another institution, so this provision does not apply.

3. *Institutions seeking to establish or expand on property which is developed with residential structures may expand their campus up to a maximum of two and one-half (2 1/2) acres.*

The proposed expansion is less than 2 ½ acres.

4. *An institution which finds that the development standards of the single-family zone classification are inadequate to its development needs may apply for reclassification to Major Institution status.*

The development standards of the single family zone classification are adequate for the proposed institutional use.

E. Dispersion.

1. *The lot line of any proposed new or expanding institution... shall be located six hundred (600) feet or more from any lot line of any other institution in a residential zone, with the following exceptions....*

The proposed child care center is located more than six hundred (600) feet from all other institutions.

F. Demolition of Residential Structures.

No residential structure shall be demolished nor shall its use be changed to provide for parking. This prohibition may be waived if the demolition or change of use proposed is necessary to meet the parking requirements of this Land Use Code and if alternative locations would have greater noise, odor, light and glare or traffic impacts on surrounding property in residential use. If the demolition or change of use is proposed for required parking, the Director may consider waiver of parking requirements in order to preserve the residential structure and/or use. The waiver may include, but is not limited to, a reduction in the number of required parking spaces and a waiver of parking development standards such as location or screening.

No demolition of a residential structure is proposed.

G. Reuse of Existing Structures.

Existing structures may be converted to institution use if the yard requirements for institutions are met. Existing structures which do not meet these yard requirements may be permitted to convert to institution use, provided that the Director may require additional mitigating measures to reduce impacts of the proposed use on surrounding properties.

Since the structure is existing, it may be converted to institution use regardless of a nonconforming setback providing that any impacts of the smaller setback are mitigated. The existing structure meets the setbacks except for a 3.5 yard side yard on the west. This is typical of other structures in the neighborhood and in keeping the codes in place at the time it was built in 1918.

The westerly property line already has a 6' high wood fence that sits on top of a 1.5 to 2 foot retaining wall. The fence is topped by a trellis. The property to the west has vegetation along the fence line within their backyard; a vine growing on the trellis provides additional separation at the property line between the back yards. The pre-school has added plantings on their side of the fence within their backyard. Robust landscaping in the 3.5 feet adjacent to the house is difficult due to shadows cast by the houses. The structure has two windows within the classroom on the westerly side of the house. When the classroom windows are open, and the neighbor's windows are open, the classroom activities can be heard by the neighbor. The neighbor works evenings and

sleeps during the day. To reduce potential noise impact to the neighbor, the classroom windows shall remain closed during classroom hours. If alternative ventilation (such as a ceiling fan) is deemed necessary to optimize the classroom environment, it shall be installed as part of the building permit for other improvements to the structure.

H. Noise and Odors.

For the purpose of reducing potential noise and odor impacts, the Director shall consider the location on the lot of the proposed institution, on-site parking, outdoor recreational areas, trash and refuse storage areas, ventilating mechanisms, sports facilities and other noise-generating and odor-generating equipment, fixtures or facilities. The institution shall be designed and operated in compliance with the Noise Ordinance, Chapter 25.08.

In order to mitigate identified noise and/or odor impacts, the Director may require measures such as landscaping, sound barriers or fences, mounding or berming, adjustments to yard or parking development standards, design modifications, setting hours of operation for facilities or other similar measures.

The applicant has structured the school's schedule so that instead of outside play on site, the children go on a walk to the park. This reduces the length of time that outdoor noise is heard. Reportedly, the groups of children walking to the park sometimes become excited and loud. However, when this occurs, the noise lasts for relatively short periods of time.

To continue to minimize noise impacts, the site's outdoor play equipment will be removed and school time recreation will not include outdoor play at the site.

The trash and refuse cans are residential-sized containers. The back yard of the site is fully fenced with a 6-foot solid fence

I. Landscaping.

Landscaping shall be required to integrate the institution with adjacent areas, reduce the potential for erosion or extensive storm water runoff, reduce the coverage of the site by impervious surfaces, screen parking from adjacent residentially zoned lots or streets or to reduce the appearance of bulk of the institution.

Landscaping plant materials shall be species compatible with surrounding flora. Existing plant material may be required to be retained. Maintenance of landscaped areas shall be the continuing responsibility of the owner.

Because the Institution would re-purpose an existing single family structure as a child care facility, the building integrates into the existing fabric of the surrounding neighborhood. The bulk of the structure is not an issue. Ample landscaping on the site minimizes impervious surfaces. The one parking space on site is screened from the adjacent residence by landscaping and fencing. Exterior construction associated with the pre-school is limited to a new back porch, which is residential in character. All existing trees and landscaping are proposed to remain; some new landscaping has been added to enhance screening on the west property line.

J. Light and Glare.

Exterior lighting shall be shielded or directed away from adjacent residentially zoned lots. The Director may also require that the area and intensity of illumination, the location or angle of illumination be limited. Non-reflective surfaces shall be used to help reduce glare.

Exterior lighting is residential in character and style. Since the pre-school would have half-day morning hours, evening lighting is not an issue.

K. Bulk and Siting.

1. *Lot Area. If the proposed site is more than one (1) acre in size, the Director may require the following and similar development standards:*

- a. For lots with unusual configuration or uneven boundaries, the proposed principal structures be located so that changes in potential and existing development patterns on the block or blocks within which the institution is located are kept to a minimum;*
- b. For lots with large street frontage in relationship to their size, the proposed institution reflect design and architectural features associated with adjacent residentially zoned block faces in order to provide continuity of the block front and to integrate the proposed structures with residential structures and uses in the immediate area.*

The subject site is less than one acre.

2. *Yards. Yards of institutions shall be as required for uses permitted outright in Section 23.44.008, provided that no structure other than freestanding walls, fences, bulkheads or similar structures shall be closer than ten (10) feet to the side lot line. The Director may permit yards less than ten (10) feet but not less than five (5) feet after finding that the reduced setback will not significantly increase impacts, including but not limited to noise, odor and comparative scale, to adjacent lots zoned residential and there will be a demonstrable public benefit.*

As previously discussed, the existing structure has a 3.5 setback on its westerly side. This is legally nonconforming and is allowed to continue per SMC 23.44.022G since it is an existing structure, subject to mitigation if necessary. The side yards of the existing structure will remain unchanged; there will be no change to the bulk or scale of the building that would affect the neighbors to the west. The indoor noise level will be reduced by keeping the windows closed during the pre-school's operations. Plantings along the west property line will be enhanced to provide a buffer from the rear yard of the neighbor.

3. *Institutions Located on Lots in More Than One (1) Zone Classification. For lots which include more than one (1) zone classification, single-family zone provisions shall apply only to the single-family-zoned lot area involved.*

The zone is solely single-family so this criterion does not apply.

4. Height Limit.

- a. Religious symbols for religious institutions may extend an additional twenty-five (25) feet above the height limit.*
- b. For gymnasiums and auditoriums that are accessory to an institution the maximum height shall be thirty-five (35) feet if portions of the structure above thirty-five (35) feet are set back at least twenty (20) feet from all property lines. Pitched roofs on a gymnasium or auditorium which have a slope of not less than four to twelve (4:12) may extend ten (10) feet above the thirty-five (35) foot height limit. No portion of a shed roof on a gymnasium or an auditorium shall be permitted to extend beyond the thirty-five (35) foot height limit under this provision.*

These criteria do not apply. The existing structure is well under the height limit and does not contain a gymnasium or auditorium.

- 5. Facade Scale. If any facade of a new or expanding institution exceeds thirty (30) feet in length, the Director may require that facades adjacent to the street or a residentially zoned lot be developed with design features intended to minimize the appearance of bulk. Design features which may be required include, but are not limited to, modulation, architectural features, landscaping or increased yards.*

The westerly and easterly facades exceed 30 feet in lengths. However, this condition is existing and is typical for other houses in the area. Therefore, there is nothing unusual or out of character with the existing structure that needs to be mitigated.

L. Parking and Loading Berth Requirements.

1. Quantity and Location of Off-street Parking.

- a. Use of transportation modes such as public transit, vanpools, carpools and bicycles to reduce the use of single-occupancy vehicles shall be encouraged.*
- b. Parking and loading shall be required as provided in Section 23.54.015.*
- c. The Director may modify the parking and loading requirements of Section 23.54.015, Required parking, and the requirements of Section 23.44.016, Parking location and access, on a case-by-case basis using the information contained in the transportation plan prepared pursuant to subsection M of this section. The modification shall be based on adopted City policies and shall:
 - i. Provide a demonstrable public benefit such as, but not limited to, reduction of traffic on residential streets, preservation of residential structures, and reduction of noise, odor, light and glare; and*
 - ii. Not cause undue traffic through residential streets nor create a serious safety hazard.**

Parking. Parking requirements for a daycare are one space per employee, as established in SMC 2.54.015. There are 4 teachers at the school. However, due to the topography of the existing site, and steepness of the alley, on-site parking is neither possible nor desirable. Per the provided transportation plan, two parking spaces are needed, as two teachers either are dropped off or arrive by bus. Two off-site parking spaces will be provided by lease agreement two blocks from the site. Having the parking off-site reduces the impacts on the site including decreased impervious surface, and reduced noise compared to vehicular traffic in the alley. Allowing parking off-site has demonstrable benefits and no impacts to the adjacent properties.

Loading. One drop-off space for a daycare is required per 20 children. SDOT has been consulted and agreed to designate two drop off spaces along the property's street frontage. This meets the code requirement for loading. Despite meeting this requirement, traffic and parking during the pickup and drop offs has been problematic and is the main impact associated with the school's operation. See discussion under "Transportation Plan" below for further analysis of traffic and loading.

2. *Parking Design. Parking access and parking shall be designed as provided in Design Standards for Access and Off-street Parking, Chapter 23.54.*

The parking space provided meets the standards of SMC 23.54.

3. *Loading Berths. The quantity and design of loading berths shall be as provided in Design Standards for Access and Off-street Parking, Chapter 23.54.*

No loading berths are required. Load/unload spaces will be provided within the project's street frontage in accordance with DPD requirements and SDOT standards/allowances.

M. Transportation Plan.

A transportation plan shall be required for proposed new institutions and for those institutions proposing expansions which are larger than four thousand (4,000) square feet of structure area and/or are required to provide an additional twenty (20) or more parking spaces.

Since the proposed use is a new institution, a transportation plan has been provided. The plan details acceptable approach routes to the site and specifies drop-off and pick-up times and procedures to reduce impacts.

When the school first opened in September, 20 to 25 cars were arriving at the site within a short period of time. The impacts of the morning drop-off decreased after the operator began having teachers meet parents at their cars for morning drop-off and escort children up to class. Pickups have been more problematic, with overflow into the travel lanes as parents attempt to park quickly and as close to the school as possible, retrieve children, and leave within a timely manner.

When the permit application was first submitted in mid November, the transportation plan was unrealistic about the amount of time it would take for parents to park, escort their child to class, and leave. A revised transportation plan was submitted at the end of February and implemented at the site that staggered drop offs (2 groups, 15 minutes apart) and pickup times (3 groups; 15 minutes and 10 minutes apart) and advised parents of best approach routes.

Pickups were observed during the initial review of the permit and again after implementation of the revised transportation plan. After implementation of the plan, up to 8 cars were observed parking at the peak pick-up time. It seemed that the limit to the number of vehicles that could easily park near the school is 6 – two in loading area in front of the school, and four additional down the block or across the street. Beyond that it seemed that parents began to circle looking for closer spaces, wait in the travel lanes for others to leave, create a third parking space in front of the school too close to the stop sign, or occasionally unload in the alley. While municipal regulations generally allow unloading in alleys, the uphill grade of the alley contributes to noise impacts during vehicular access, and the limited width blocks others from exiting the alley. While the property is on a corner, N. 47th Street is not acceptable for additional load/unload spaces since the width of N.47th Street is reduced by the angle at which Green Lake Way intersects the street.

Based on observations of parking and traffic patterns, the school should be required to stagger classes so that a maximum of 6 cars are arriving at the site during any scheduled pickup time. A minimum of 20 minutes should be provided per pickup period to allow adequate time for arrival, parking, pickup and departure without undue stress and hurry and with attentive driving behavior. Drop-off times should also be staggered and should be assisted by staff so that cars do not queue in the travel lanes on the street.

After discussions with the school's director about the traffic issues, the director proposed to reduce the original request to a maximum of 21 students on Mondays and Wednesdays, and a maximum of 11 students on Tuesdays, Thursdays and Fridays, as follows:

Total of Students:

Days	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3'S	11	11	11	11	11
2'S	10	No classes	10	No classes	No classes
TOTAL	21	11	21	11	11

The following sample schedule was proposed:

Start Time: 3's class – 8:00 – 8:15 - Staff-assisted drop-offs
 2's class – 8:45 – 9:00 - Staff-assisted drop-offs

End Time: 3's class – 11:30 and after
 2's class - 12:15 and after

(2's denotes 2 year old students, 3's denotes 3 year old students)

Class pick-up times would be staggered so that a maximum of 6 vehicles arrive during any scheduled pick-up time, and that pick-up times are separated by 20 minutes or more. Drop-offs would also be staggered and assisted in a manner that prevents traffic issues.

Policies regarding pick-ups and drop-offs would be written up so parents can sign them. They would be clear and emphasize incentives rather than strict monetary penalties to encourage safe, unhurried driving and maneuvering.

Neighbors have been concerned about the owner's ability to comply with conditions and regulations of the City. To provide an avenue for ongoing communication, the school's director (Angelica Camargo) will make her contact information available to neighbors and be a first point of contact for concerns from neighbors about traffic safety, compliance with permit conditions and other issues that may arise. The school's director shall follow-up on concerns with staff and parents to resolve issues of safety and compliance with permit conditions, and to work through other issues that arise.

SMC 23.44.018 Conditional Uses –General Provisions

- C. A conditional use may be approved, conditioned or denied based on a determination of whether the proposed use meets the criteria for establishing a specific conditional use and whether the use will be materially detrimental to the public welfare or injurious to property in the zone or vicinity in which the property is located.*

The specific criteria for establishing an institution within a single family zone have been evaluated. The proposal meets the criteria for an institution in a single family zone, as discussed and conditioned.

The conditional use must also consider whether the use will be materially detrimental to the public welfare or injurious to property in the zone or vicinity in which the property is located.

The intersection on which the property is located is a busy one. Particularly the wide angle of the northbound approach on Greenlake Way and the unusual width of Woodland Park Ave N. (a former street car route) contribute to swift turns and cut through traffic from Greenlake Way. The new use at the mouth of this entry with cars maneuvering into and out of parking spaces does raise concerns. However, with appropriate levels of activity that minimize blockage of travel lanes, and policies that provide for orderly drop-off of children in the morning when traffic is busy, and staggered pick-ups that don't overload the street, the use should be able to integrate into the neighborhood without negatively impacting the public welfare or the properties in the area.

- D. In authorizing a conditional use, the Director or Council may mitigate adverse negative impacts by imposing requirements or conditions deemed necessary for the protection of other properties in the zone or vicinity in which the property is located.*

Conditions have been discussed in relation to noise, parking and traffic to protect adjacent properties. The level of activity that is being proposed, along with the staggering of pickups is within a reasonable range for the site and zone. Childcare centers of up to 12 children are allowed outright without a permit. That level of activity is deemed appropriate for a single

family zone. In some respects, the proposed use has less impacts than an average home daycare since it is only a half day program, does not interfere with the evening PM peak traffic, does not operate during the summer, and does not include an outside play area. Three days a week the proposed use has no more children than would be allowed outright for an in-home daycare. The area is near Greenlake and has increased summer traffic, so the summer break from activity at the site is important in reducing impacts to the neighborhood.

In other respects the use may have more impacts than a 12-child daycare since the nature of a school with scheduled classes causes the traffic to arrive at specific times rather than being more spread out. While on three days a week, the program would have a maximum of 11 children, two days a week the program proposes 21 children. The required staggering of pick-ups and assistance by staff with drop-offs is meant to address this impact in a way that does not place an undue burden on the adjacent properties and street. The extra class on Mondays and Wednesdays is scheduled so that it does not interfere with the loading and traffic of the other classes.

Another factor that may cause traffic impacts to be greater than an average home daycare is that the specialized nature of the program may draw from a larger geographic area than typical with an in-home daycare, making arrival on foot less likely. However, the site is served by multiple bus lines and the program is designed for and serves a wide variety of clientele. While the program is specialized, as neighbors learn of the benefits of the program they may want to have their children attend. Most of the clients are not native Spanish speakers. Exposure to a second language is considered a valuable part of early language development. The school has a reputation for excellent instruction, and is able within 2 years to establish fluency for young children to the point where some students who are not exposed to Spanish at home have entered the John Stafford International School as native speakers. If the school becomes established in the neighborhood, over time a larger percentage of the students may come from near enough to walk. Additionally, as with a good school system, a good pre-school can be a draw for parents and may contribute to increased desirability of adjacent properties as parents seek to locate near and take advantage of the program.

CONCLUSIONS

Based on the foregoing analysis and review, the proposed action satisfies all the relevant requirements of SMC 23.45.116 and 23.45.122 governing administrative conditional uses in single-family zones. It is the Director's determination that the proposal as conditioned would not be materially detrimental to the public welfare nor injurious to property in the zone or vicinity in which the child care center will be located, and should therefore be conditionally granted.

DECISION – ADMINISTRATIVE CONDITIONAL USE PERMIT

The application for an administrative conditional use is **CONDITIONALLY GRANTED.**

CONDITIONS – ADMINISTRATIVE CONDITIONAL USE PERMIT

Prior to Issuance of the Master Use Permit

The owner(s) and/or responsible party(ies) shall:

1. Update plans to state that attendance at the site will be limited to half days (4 hour classes in the mornings, with pickups by 1:00 pm) for no more than 21 children on Mondays and Wednesdays, and no more than 11 children on Tuesdays, Thursdays and Fridays with a staggered pick-up schedule so that no more than 6 vehicles are scheduled to arrive within a 20 minute period.
2. Provide a copy of the lease agreement for the off-site staff parking spaces.
3. The applicant shall be required to adhere to the program schedule submitted (and consistent) with the final plans, including no on-site outdoor play, staggered and staff-assisted drop-offs and staggered pick-up times.
4. The applicant shall obtain the necessary permits from Seattle Department of Transportation (SDOT), to establish two loads and unload space in front of the proposed child care on Woodland Park Ave N. The spaces shall have appropriate signage, and shall be clearly and visibly identified so that they can be easily detected by parents and traffic.
5. The plans shall be amended to specify that the interior westerly-facing classroom windows will remain closed during class time. If alternative ventilation is desired, it shall be installed as part of the building permit for other modifications on the site.
6. The *Parent Transportation Plan* shall be updated to contain specific language regarding parking and drop-off/pick-up policies and written so that parents can sign their agreement to the policies. This shall be submitted with the updated plans.

Prior to Certificate of Occupancy

7. The owner(s) and/or responsible party(s) shall install and maintain all on-site landscaping as shown on the approved plans; remove the play equipment on site and install brick pavers to complete the parking space for the dwelling unit.
8. A building permit shall be obtained for the work previously done within the structure including addition of the back steps, for any work needed to meet ADA requirements for the pre-school, and for the work shown on the land use plans.

Permanent for the Life of the Project

9. Continue to lease off-site spaces for all staff that drive to the site. Consider bus-passes as incentives to staff who would arrive by bus.

10. Zoom Language School staff and Director shall include in parent orientation meetings and materials all requirements and procedures regarding drop-off and pick-up of children. The materials shall be signed by each parent upon enrollment and shall direct parents to observe safe and attentive driving behavior, to follow approach routes outlined in the transportation plan, to park in readily available spaces, avoid blocking travel lanes and refrain from U-turns in the street.
11. In accordance with the terms of the Master Use Permit, the owner(s) or responsible party(ies) shall limit attendance at the center to half-days (4 hour classes in the mornings, with pickups ending by 1:00 pm) during the school year for no more than 21 children two days a week and 11 children three days a week. The site shall not operate during the summer months when the area schools are on summer recess. The schools operations shall not include on-site outdoor play times.
12. The Director shall regularly observe drop off and pick up operations and communicate with parents and neighbors to correct any issues that arise.
13. The Director shall make her contact information available to neighbors and invite that concerns be directed to her. The Director shall follow-up on concerns with staff and parents to resolve issues of safety and compliance with permit conditions promptly, and to work through other good neighbor type of issues that may arise.

Signature: (signature on file)

Holly E. Anderson, Land Use Planner
Department of Planning and Development

Date: July 19, 2010